

ABSTRACT OF THE DISCLOSURE

A process for managing filing systems, comprising a File Spacer, a device used as a means for maintaining file folders in an upright position, preserving space so that new files can be inserted, and facilitating the removal and replacement of file folders which are being used. This will prevent the difficulty of removing and replacing file folders caused by overcrowding of the files. New files may be more easily inserted in the spaces preserved for them by the File Spacer. And file shelves that do not contain enough folders to support themselves can be maintained in an upright position by the File Spacer.